



**Department of Energy**  
Washington, DC 20585

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MEMORANDUM FOR HEADS OF DEPARTMENTAL ELEMENTS

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SUBJECT: PERFORMANCE MANAGEMENT SYSTEM  
FOR DOE MANAGERS AND SUPERVISORS: POLICY  
MODIFICATION AND TRAINING MATERIAL

With the approach of fiscal year 2002 and the beginning of the new managers and supervisors performance system, the human resources community has been working hard to smooth the transition from local plans to the new Department of Energy-wide system. We carefully examined the system's critical managerial attributes that were announced on June 11, 2002; we determined that a modified format would make evaluation of managerial attributes simpler and more equitable, yet would maintain the "cascade" from the Senior Executive System performance management system. Accordingly, the purpose of this memorandum is to transmit a modified performance management policy system for DOE managers and supervisors; and announce the availability of a PowerPoint presentation introducing the features and requirements of the new system. The target audience is those managers and supervisors covered by the system as well as their rating and reviewing officials.

The new system, its performance appraisal form, and PowerPoint presentation will be available on the Performance Management page of the OMBE/ME-50 website (<http://ma.mbe.doe.gov/PMS/PMIndex.html>) beginning September 12, 2002.

The following is a brief summary of the modifications to the managerial attributes:

- "like" managerial attributes were combined so that there are now 5 "attribute clusters" instead of 10 separate attributes; and
- attributes within each cluster will not have individual weights but, rather, are expected to be considered together.



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- the methodology for deriving the ratings of both critical elements and the overall summary performance rating has been streamlined and, in the case of managerial attributes, rendered more equitable.

Again our thanks are extended to members of the Department's human resources community who continue to provide comments and suggestions for improving the new system. We plan to continue our dialogue with them in the coming months as our focus shifts toward the development of additional training materials.

If you have any questions about this new system, you or your staff may call Alison Davidow (202-586-8735; [alison.davidow@hq.doe.gov](mailto:alison.davidow@hq.doe.gov)) or Chuck Patterson (202-586-8513; [charles.patterson@hq.doe.gov](mailto:charles.patterson@hq.doe.gov)) of the Human Resources Policy and Programs Division, OMBE; or Raymond F. Greenberg (301-953-6802; [Raymond.F.Greenberg@nnsa.doe.gov](mailto:Raymond.F.Greenberg@nnsa.doe.gov)), Deputy Director of Workforce Planning and Management, National Nuclear Security Administration.

Attachment - Policy document

cc: Human Resources Directors